



# DP Financial & Tax, Inc.

8282 S. Memorial Dr. Ste. 102, Tulsa OK, 74133  
 Ph: 918.392.7879 Fax: 918.392.7079

## CORPORATION OR PARTNERSHIP TAX ORGANIZER

General Information	
Company Name	
Company Address	
SSN# / EIN#	
Entity Type	S Corp      LLC      Partnership      Sole Proprietor

Shareholder / Partner - One	
Name	
Address	
SSN # - Cell #	-
Owner Contributions to Business	
Owner Withdrawals	
% of Ownership	Any changes of Ownership?

Shareholder / Partner - Two	
Name	
Address	
SSN # - Cell #	-
Owner Contributions to Business	
Owner Withdrawals	
% of Ownership	Any changes of Ownership?

QUICKBOOKS FILE?    YES / NO    Password    QB's Version
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### Income Worksheet

Part 1- INCOME	\$\$	Part II - Cost of Goods Sold	\$\$
Gross Receipts or Sales		Inventory at beginning of year	
Returns and Allowances		Purchases	
Other Income -		Cost of Labor (Not salary to you)	
Other Income -		Materials and Supplies	
Other Income -		Other Costs -	
Other Income -		Inventory at end of year	
How did you come up with gross revenue? <input type="checkbox"/> 1099's <input type="checkbox"/> QuickBooks <input type="checkbox"/> Merchant Services <input type="checkbox"/> Cash Totals <input type="checkbox"/> Bank Statements			



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## General and Other Expenses

General Expenses	\$\$	Other Expenses	\$\$
Advertising		Banking Fees / Services Charges	
Bad Debts ( From sale or services )		Cell Phone / Pager	
Car & Truck Expenses - See Below		Cleaning / Janitorial	
Commissions and Fees		Continuing Education	
Computer Services / Supplies		Client Gifts	
Contract Labor / Subcontractor		Credit Card Processing Fees	
Depreciation		Def'd Comp	
Employee Benefits ( Not retirement )		Internet / Website	
Freight or Shipping		Magazine Subscrip / Business Pubs	
Interest - Mortgage		Membership Dues (Associations)	
Interest - Other		Office Supplies	
Professional Services - Legal		Payroll Processing Fees	
Office Expense		Postage / Shipping	
Pension & Profit Sharing ( Not owner )		Security System	
Printing		Telephone	
Rent / Lease Equipment		Tolls / Parking	
Rent / Lease Office		Uniforms	
Repairs / Maintenance			
Supplies		<b>Insurance</b>	<b>\$\$</b>
Licenses / Permits		AFLAC Insurance	
Tax Prep or Accounting Fees		Business Liability Insurance	
Taxes - Payroll ( Enclose payroll reports )		Disability Insurance - Not deductible	
Taxes - Other		Errors and Omissions	
Travel ( Airfare, hotel, taxi or rental )		Health Insurance - Employee	
Meals and Entertainment		Health Insurance - Owner	
Utilities		Key Man Life Insurance	
Wages Officer ( Enclose W-3 & W-2 )		Workers Comp	
Wages Staff ( Enclose W-3 & W-2 )			

Auto Expenses	\$\$	Employee Benefits	\$\$
<b>Vehicle Make &amp; Model</b>		401K / SEP / Profit Sharing	
Mileage - Beg. _____ End _____		Company Parties / OT Meals	
Business Owned ? Y / N		Lease Payments (Lease to Own?)	
<b>Vehicle Make &amp; Model</b>		<b>Vehicle Make &amp; Model</b>	
Mileage - Beg. _____ End _____		Mileage - Beg. _____ End _____	
Business Owned ? Y / N		Business Owned ? Y / N	
How did you come up with the mileage amount?    __ Written Log    __ Oil Change    __ Appointment Log			



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## Asset Listing

Asset Purchases	Date Purchased	\$\$	Date Placed in Service	New or Used?
Asset 1 -				
Asset 2 -				
Asset 3 -				
Asset 4 -				
Asset 5 -				
Asset 6 -				
Asset 7 -				
Asset 8 -				

Asset Sales	Date Out of Service	Date Sold	Selling Price	Trade-In?
Asset 1 -				
Asset 2 -				
Asset 3 -				
Asset 4 -				

## Balance Sheet Items

*NOT ALLOWED FOR S-CORPS*

Description	01/01 Balance	12/31 Balance	Home Office Use - Expenses	\$
<b>Cash in Bank</b> <i>(list if more than one)</i>			Electric / Gas	
1			Property Taxes	
2			Homeowners Insurance	
<b>Accounts Receivable</b>			Mortgage Interest	
<b>Credit Cards</b> <i>(list if more than one)</i>			Repairs/Maintenance	
1			Other Expenses	
2			Sq. Ft. of Office	
3			Sq. Ft. of Home	
<b>Accounts Payable</b> <i>(short term debts)</i>				
<b>Loans or Mortgages</b> <i>(list)</i>				
1				
2				
3				
<b>Owner Cash Contributions</b>				
<b>Owner Cash Distributions</b>				
			<b>Depreciation of Home</b>	
			Cost Basis of Home	
			Land Value of Home	
			Date Placed in Service	
			Cost Basis of Home	
			Prior Depreciation	